

New Business Checklist and Resources



Prepared by:
The Department of Development Services
Administration Division
200 South Main Street
Grapevine, Texas 76099
(817)410-3153

Before Opening For Business

Item to Consider

1. Secure a copy of "Application for Employers Identification Number" (Form SS-4) from the Internal Revenue Service.
2. If a business is to be operated under an assumed name, the name under which it proposes to operate should be filed with the Tarrant County Clerk. Prior to filing the assumed name, contact the office of County Clerk to see if any other business is presently operating under the name.
3. For corporate certificates and all information pertaining to filing of articles of incorporation or authority of foreign corporations to do business in Texas, contact the Secretary of State.
4. Owners and managers of new businesses in Grapevine, Texas should contact the Comptroller Office of the State of Texas for information on Sales Taxes, Store Taxes and other laws administered by this office.

Check with the State to determine if any statewide permits or licenses are required.

Location and Telephone Number

Internal Revenue Service
(800)829-1040

Tarrant County Clerk's Office
Tarrant County Courthouse
100 East Weatherford
Room 162A
Fort Worth, Texas 76196
(817)884-1195

Secretary of State
State Capitol Building
Austin, Texas 78711
(512)463-5701

Texas State Comptroller's Office
(800)252-5555

Texas Department of Commerce
Office of Business
Permitting Assistance
410 E. Fifth St. Rm. 405
P O Box 12728
Austin, Texas 78711
(512)320-9528
1-800-888-0511

Before Opening For Business

Item to Consider

Location and Telephone Number

6. Information about licenses and fees pertaining to the sale, transportation or storage of alcoholic beverages can be obtained from the Liquor Control Board.

Texas Alcoholic Beverages
Commission,
6800 Manhattan Boulevard
Ste. 100
Fort Worth, Texas 76112
(817)451-9466

7. Firms involved in the handling, processing, packaging and warehousing of foods must have Health Permits, which are issued for Grapevine by the City of Euless.

City of Euless
Office of Environmental Health
Jerry Payton
201 N. Ector Drive
Euless, Texas 76028
(817)685-1622

8. The Fair Labor Standards Act requires employers to maintain records on wages, hours and other items. Employers having workers subject to minimum wage provisions must display certain posters where employees can readily see them.

Wage and Hour Division
U.S. Department of Labor
Federal Office Building
819 Taylor Street
Fort Worth, Texas 76102
(817)334-2678

9. Obtain information from the Texas Employment Commission regarding the collection of unemployment insurance, tax, and benefits to qualifying employees.

Texas Employment Commission
301 W. 13th St.
Forth Worth, Texas 76102
(817)335-5111

10. Obtain information from Bureau of Labor Statistics on laws that relate to employers and safety.

Texas Department of Labor
and Standards
400 S. Collins, Ste. 100
Arlington, Texas 76010
(817)261-3800

Before Opening For Business

Item to Consider

11. Obtain a Certificate of Occupancy. Section 307 of the Uniform Building Code specifies that no building shall be occupied or used, and no change in the existing occupancy classification of a building shall be made until a Certificate of Occupancy is issued

12. Information concerning import and export procedures can be obtained from the International Trade Division of the Department of Commerce or the Small Business Development Center (SBDC).

13. Information about various management, procurement and loan programs to assist small businesses may be obtained by contacting the Small Business Administration

Location and Phone Number

City of Grapevine
Department of Development
Services
200 S. Main Street
Grapevine, Texas 76051
(817)481-0360

Department of Commerce
Federal Building
1100 Commerce
Dallas, Texas 75242
(214)767-0546

SBDC, Tarrant County Junior
College
1500 Houston Street
Fort Worth, Texas 76102
(817)429-2227

Small Business Administration
1100 Commerce,
Room 336
Dallas, Texas 75242
(214)767-7628
Metro (817)355-1933

Item to Consider

14. Utility hook-up. Information about utility connection, fees, and services can be obtained from the individual agencies.

15. Information about activities of the various agencies of the Federal Government can be obtained from the Federal Information Center.

Location and Phone Number

Electric Power,
TU Electric Service Co.
Mike Garen, System
Planner/Engineer
2001 N. Industrial
Bedford, Texas 76021
(817)858-2579

Natural Gas
Lone Star Gas Company
173 West Highway 114
Grapevine, Texas 76051
(817)338-4400

Telephone Service
General Telephone
Mae Beth Whaley
P.O. Box 128
Lewisville, Texas 75029
(214)318-8850

Water, Sewer and Garbage Disp.
City of Grapevine
200 South Main Street
Grapevine, Texas 76051
(817)481-0393

Federal Office Building
819 Taylor Street
Fort Worth, Texas 76102
(817)334-3624

Item to Consider

Location and Phone Number

16. Area Wage Survey Information is available from the Bureau of Labor Statistics.

Bureau of Labor Statistics
Federal Building
525 Giffin, Room 221
Dallas, Texas 75202
(214)767-6974

17. Information concerning requirements to be complied with on the Occupational Safety and Health Act of 1970 can be obtained from the Texas Department of Health or the Occupational Safety and Health Administration (OSHA).

Texas Department of Health
2561 Matlock Road
Arlington, Texas 76015
(817)460-3032

Compliance Officer
Occupational Safety and Health
Administration
U.S. Department of Labor
Fort Worth/Dallas Area
1425 W. Pioneer, Ste. 230
Irving, Texas 75060
(214)767-5347

18. Information concerning environmental control requirements can be obtained from the Texas Air Control Board or the Environmental Protection Agency (EPA).

Texas Air Control Board
6421 Camp Bowie Blvd.
Ste. 312
Fort Worth, Texas 76116
(817)732-5531

Environmental Protection Agency
1445 Ross Avenue
12th Floor
Dallas, Texas 75202
(214)655-6444

Source: Starting A Business in Tarrant County, Small Business Administration and Tarrant County Junior College Small Business Development Center.

Tarrant Small Business Development Center

1500 Houston St., Rm 163
Fort Worth TX 76102
(817)871-6028
fax (817)871-6031

North Texas Small Business Development Center

1402 Corinth
Dallas, Texas 75215
(214)565-5831
(800)350-7232
fax (214)565-5813

Center for Government Contracting Small Business Development Center

1402 Corinth
Dallas, Texas 75215
(214)565-5842
(800)348-7232
fax (214)565-5881

Dallas Small Business Development Center

1402 Corinth
Dallas, Texas 75215
(214)565-5850
fax (214)565-5857

Small Business Development Center Satellite: Denton

P O Drawer P
Denton TX 76202
(817)380-1849
fax (817)382-0040

International Small Business Development Center

2050 Stemmons Freeway
World Trade Center, Ste. 150
P O Box 58299
Dallas TX 75258
(214)747-1300
(800)337-7232
fax (214)748-5774

Service Corps of Retired Executives

17218 Preston Road, 3rd Floor
Dallas TX 75252
(214)733-0189

Fort Worth Economic Development Corp.

dba North Central EDC
100 E. 15th St. Ste. 500
Fort Worth TX 75701
(817)885-6501

Collin Small Business Development Center

The Courtyard Center for Professional and Economic Development
4800 Preston park Blvd. Ste 126-A
Box 15, Plano TX 75093
(214)985-3770
fax (214)985-3775

Technology Assistance Center Small Business Development Center

1402 Corinth
Dallas, Texas 75215
(214)565-5852
fax (214)565-6031

TAC - Satellite: Automation & Robotics Research Institute

7300 Jack Newell Blvd. South
Fort Worth TX 76118
(817)794-5900
fax (817)794-5952

Business Incubation Center

Bill J. Priest Institute for Economic Development
1402 Corinth Street
Dallas, Texas 75215
(214)565-5856
fax (214)565-5857
pgl1404@dcccd.edu